



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ff

ACTUARIAL ASSISTANT TRAINEE, CALPERS

\$3168 - \$4,671

**HEALTH POLICY AND REFORM BUREAU – HEALTH ACTUARIAL OFFICE
LOS ANGELES**

RESPONSIBILITIES:

Reporting to the Chief Health Actuary and under the close supervision of senior actuarial staff, the incumbent will:

- Conduct preliminary reviews of selected rate filings and summarize findings for use by the lead actuary.
- Assist senior and associate health actuaries with the review of rate filings and special projects.
- Increase his/her familiarity and knowledge of health insurance, health care reform, and relevant federal and state laws and regulations through appropriate study and assigned readings.
- Maintain and, as required, revise and enhance the Health Actuarial Office (HAO) database.
- Prepare the twice monthly HAO Filings Status Report.
- Record and post information on rate filings as such filings are received by HAO, and as the review of such filings progresses in HAO.
- Help with closing out of company rate filings when the actuarial review has been completed, and to send out the required company notification notes.
- Perform assigned special projects, including independent research, and other related work.

DESIRABLE QUALIFICATIONS:

- Ability to gather, organize, summarize and analyze numerical and financial data;
- Ability to perform basic mathematical calculations using standard formulas or data sets;
- Ability to utilize computer applications and software to produce reports and spreadsheets;
- Possess general knowledge of actuarial science; general accounting; mathematical concepts and calculations;
- Dependable and be able to follow instructions;
- Willing to take initiative;
- Good interpersonal skills;
- Have excellent skills in communicating data/information in oral and written form;
- Ability to work as a team member and be flexible and responsive to various tasks assigned.

5/26/15 LH

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

WHO MAY APPLY:

Applications will be accepted from current State employees at the Actuarial Assistant Trainee, CalPERS level, those within transfer range, or individuals who have list eligibility for Actuarial Assistant Trainee, CalPERS. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. . Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

Those that have previously applied do not need to apply again.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Lynda Harris, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **PLEASE INDICATE "Actuarial Assistant Trainee, CalPERS, #413-352-5509-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email Lynda.Harris@insurance.ca.gov.

FINAL FILING DATE: Until Filled

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

5/26/15 LH

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
